Monthly BST Sponsor Meeting
September 26, 2006
10 am – 11 am

ATTENDEES

David Smith, Agriculture	Margaret Wiggins, AOC	Bennie Aiken, DCCPS
Tami Luckwaldt, DOI	Jim Newman, DOI	Mickeal Johnson, DCR
Margaret Bode, NC Lottery	Peter Goolsby, SOSNC	Alan Sanders, DOJ
Denise Sessoms, Commerce	Rod Davis, DENR	Tracy Little, DOC
Laketha Miller, DHHS	Kathy Gruer, DHHS	Diane Kiel, NCHFA
Paula Baird, ITS	Bob Gianuzzi, ITS	Gwen Canady, OSC
Keith McCombs, Revenue	McKinley Wooten, DOA/Lt. Gov.	Peter Goolsby, SOSNC
Dusty Wall, OSP	Jonathan Womer, OSBM/Governor	Lorrie Dollar, State Auditor
James Forte, State Auditor	Pam Wortham, Treasurer	Mark Foster, DOT
Angela Faulk, DOT	Steve Ghabel, DOT	Herb Henderson, DOT
Stephanie King, DOT	Gwen Tann, SHP	Earlene Hicks, SHP
Ed McBride, NCSSM	Connie Boyce, NCSSM	Deborah Gunter, NCSA
Lowell Magee, BEACON	Tom Legare, BEACON	Lori Foehr, BEACON
Tom Augustine, BEACON	Tyler Jones, BEACON	Tim Poppema, BEACON
Libby Williams, BEACON	Chris Loso, BEACON	Jill Denning, BEACON
Brittany Larson, BEACON		

AGENDA ITEMS

1. **Project and Governance Update – Lowell Magee**
   - Key dates: Internal BEACON HR/Payroll Project meeting to review Blueprint documents will be held on September 29th
   - Wave 2 Design Sessions will be conducted in late October/early November
   - Ending activities for Blueprint Phase aimed for December 22nd; we are currently on target
   - System will be configured throughout most of 2007; will require input on a regular basis
   - Training will begin in late 2007 through 2008
   - Standardization Advisory Committee has (SAC) been established and the next meeting is being held on September 27th; the group is evaluating how processes can be implemented consistently across all of the agencies
   - BEACON HR/Payroll Project Communications/Change Team will be working with the BST Leads and Communication Agents to determine when it is appropriate for us to present BEACON HR/Payroll Project information to various audiences within the agencies

- Any functionality items not covered in the initial rollout will be addressed during the Support and Maintain Phase of the project

2. **Change Management Strategy Overview – Tom Legare**
   - Three main objectives – focus on issues and risk; implementation and benefit realization; collaborative process
   - People-related risks include political, cultural and personal issues
   - Key findings and input include agency feedback, stakeholder analysis, organizational risk assessment and change impact analysis
   - Next steps include development of the organizational change strategy which focuses on how the BEACON HR/Payroll Project Team and BSTs will implement change activities in the areas of communications, training, workforce transition and leadership alignment
   - Five organizational change strategy focus areas are/will be addressed: assess and monitor organizational risk, mobilize and align leaders, engage and communicate with stakeholders, prepare and equipment the workforce, address organizational implications

3. **Communications Update – Tyler Jones**
   - BEACON HR/Payroll Project Communications Team is preparing a monthly communications toolkit – posted to the password protected area of the HR/Payroll section of the BEACON website
   - Communications toolkit will include brochures, presentations, newsletters and articles – these materials can be customized for each agency
   - Initial communications toolkit will be distributed at the October BST Communication Agents kickoff meeting on October 11th
     - Communication Agents will be asked to provide reports regarding initiatives; execution of various communications will be tracked on the BST scorecard
     - Targeted communication groups include agency leadership, agency core users, state employees, university leadership, and BST members (includes sponsors, leads, agents, and subject matter experts)
   - BEACON HR/Payroll Project Communications Team needs dates of upcoming meetings within each of the agencies
     - BEACON HR/Payroll Project Communications Team can come and make presentations, answer questions, etc.
     - Larger group venues are more appropriate for such presentations
   - BEACON HR/Payroll Project Communications Team can pull together materials for agency meetings
   - Current list of BST Communication Agents listed by agency were presented to the group; please let the BEACON HR/Payroll Project Team know if BST Communication Agents need to be changed or if more need to be added
   - September/October edition of *The BEACON View* newsletter will be published soon
   - BEACON Project website updated
     - Password-protected area of the site is in process of being updated further
     - Among other pertinent information, the password-protected site will contain BST presentation materials, workshop documentation, brochures, and posters
     - User name: **hr_payroll**, Password: **hrpyrbpt**
   - BST Sponsor expectations discussed

- Identify communications opportunities within your agency and schedule with BEACON HR/Payroll Communications Team
- Give BST Leads and Communications agents the authority to communicate throughout the agency
- Communicate BEACON HR/Payroll Project information to agency leadership
- Encourage agency leadership to deliver key BEACON HR/Payroll Project information to agency staff
- Identify communications issues and risks – do we have enough resources to be successful?

4. **Upcoming Project Activities – Libby Williams**
   - BST Sponsor Action Items
     - Examine BST Scorecard information on BEACON website to determine areas that need to be addressed
     - Communicate BEACON HR/Payroll Project information to your agency
     - If appropriate, submit any remaining Wave 1 Design Session questionnaires

   - BEACON HR/Payroll Project Team Action Items
     - Onboard BST Communication Agents (October 11th)
     - Rollout communications toolkit for BST Leads/Communication Agents
     - Draft next edition of "The BEACON View" newsletter
     - Validate stakeholder position classification statistics
     - Communicate organizational risk assessment findings

5. **Upcoming BST Sponsor Meetings**
   - Tuesday, October 24th (10-11 am)
   - Tuesday, November 28th (10-11 am)
   - Tuesday, December 19th (10-11 am)

6. **BEACON HR/Payroll Project Change/Communications Team Contacts**
   - Change/Communications Lead = Edward Brodsky – edward.brodsky@ncosc.net, 919-431-6520
   - Communications Lead = Tyler Jones – tyler.jones@ncosc.net, 919-431-6523

BST SPONSOR MEETING QUESTION & ANSWERS

Below are the answers to questions that were asked by participants during the BST Sponsor meeting:

With similar projects of this type and size, often an outside organization will come in and revalidate the Blueprint before progressing to Realization. Will this be the case for the BEACONHR/Payroll Project as well?

Yes, the BEACON HR/Payroll Project Team does plan to have a 3rd party organization come in to validate the blueprint documentation. Furthermore, we plan to do this validation activity again before the go-live phase. We consider this an important part of our process and appreciate that others think so as well.

Is there a timeline with regard to workforce transition activities?

At this time, the BEACON HR/Payroll Change Management Team is pulling together the relevant information and will hold workshops where we confirm policies and processes. The team expects that a timeline will be ready at the beginning of the year.

In my agency, we typically present information to managers before presenting it to all employees, and can frame the information differently to each of the specific groups. Will the BEACON HR/Payroll Project Communications Team develop information specifically for managers?

The BEACON HR/Payroll Project Communications Team is happy to modify communications about the project in order to best meet your specific agency's needs. The Communications Toolkit being developed by the BEACON HR/Payroll Project Communications Team will contain material that is specific to different audiences, including agency leadership and employees.

What are other agencies doing in terms of communicating about the project?

The BEACON HR/Payroll Project Communications Team wants to know how each agency is sharing messages about the BEACON HR/Payroll Project so we can pass your great ideas on to other agencies. Please share your thoughts with Tyler Jones, Communications Team Lead, by contacting him at tyler.jones@ncosc.net or 919-431-6523.

Is the BEACON HR/Payroll Project Team willing to travel outside of Raleigh to meet with our employees?

Yes. The BEACON HR/Payroll Project is a statewide effort and the team expects to conduct presentations to employees across the state as deemed appropriate and coordinated with the agencies. Agencies are encouraged to send Tyler Jones, the BEACON HR/Payroll Project Communications Lead, a list of your upcoming meetings where a member of the BEACON

HR/Payroll Team can present relevant information concerning the project. You can contact Tyler at tyler.jones@ncosc.net or 919-431-6523.

When will my agency know the rollout phase in which we will be included?

As you know, it was recently decided that both bi-weekly and monthly payroll will be supported in the new system. Now that a decision has been made to support both of these payroll cycles, we are now finalizing the agency rollout schedule. We should have this information finalized by early October.

Will we be able to choose which payroll cycle our agency will use?

The BEACON HR/Payroll Project will support both a monthly and bi-weekly payroll. A roll-out schedule is being developed that will provide more detailed information so stay tuned. You will hear more in the next few weeks.

When will we know which SAP modules are included in Phase 1?

Within two weeks, the BEACON HR/Payroll Project Team will have addressed various questions concerning the scope of the project. Once these items have been addressed, we will share our expectations about what SAP modules will be included in the initial BEACON HR/Payroll system rollout.

Will Employee Self Service be available as part of the BEACON HR/Payroll Project implementation?

Yes. Employee Self Service (ESS) will be rolled out as part of the BEACON HR/Payroll Project. ESS will be rolled out incrementally, providing basic functionality in the beginning, becoming more robust over time. Other states that have implemented ESS in this manner said it was the most beneficial way to implement the system.

Is the BEACON HR/Payroll Project Team obtaining best practices from other state implementation efforts that can be adapted to ensure a successful implementation in North Carolina?

The BEACON HR/Payroll Project is adhering to best practices identified from both SAP and other states that have implemented similar systems. The BEACON HR/Payroll Project Team has been reviewing such best practices and identifying the best way to implement the system that will work for North Carolina.

Is there a master communication and meeting schedule? If so, where is it available?

The master schedule will be placed on the BEACON HR/Payroll Project web site once it has been completed. If you have meetings that needed to be added to the schedule, please contact Tyler Jones at tyler.jones@ncosc.net or 919-431-6523.

Who is on the BEACON Program Steering Committee?

There are five members of the BEACON Program Steering Committee:

- George Bakolia, State Chief Information Officer
- Charles Perusse, Deputy State Budget Officer
- Thomas H. Wright, State Personnel Director
- Mark Foster, Chief Financial Officer, Department of Transportation
- Robert Powell, State Controller (Committee Chair).

You can also find this information (and more) on the BEACON Program web site:
http://www.beacon.nc.gov